

COLUMBIA COUNTY, WASHINGTON
January 1, 1992 Through December 31, 1992

Schedule Of Findings

1. Fair Should Improve Cash Controls

Our periodic review of the Columbia County Fair took place in 1992. The following weaknesses were noted as a result of this review:

a. Gate Receipting:

- Buttons used for unlimited admission were not controlled by prenumbering and use was not monitored.
- Prenumbered tickets were not used sequentially.
- Tickets were sold and taken by the same person.
- Tickets taken upon entry were not cancelled to prevent reuse.
- Attendance was not verified by an independent count.
- Gate receipts were not verified by attendance counts.

b. Premium and prize awards were not officially adopted by the fair board.

c. Free tickets were issued contrary to fair board policy.

d. Fair receipts were not deposited timely with county treasurer. The October 16, 1992, deposit included receipts dating back to May 5, 1992.

The items noted above are the result of past practice as the fair had a long-time treasurer.

By not providing for adequate controls to verify revenues and monitor payment of premiums, the risk that errors may not be detected in a timely manner and of loss are greatly increased.

We recommend that the fair strengthen its internal controls. We specifically recommend that:

a. Gate Receipts:

- Buttons should be prenumbered and their daily use monitored.
- Daily admission tickets should be used in sequence and reconciled to cash receipts.

- The daily balancing of daily tickets should include independent verification of the beginning and ending ticket numbers.
 - Ticket sellers and ticket takers should be separate functions, with the ticket taker mutilating the ticket to make reuse impossible.
 - Attendance should be verified by a counting system and used to determine reasonableness of gate receipts.
 - Grandstand tickets should be controlled and reconciled the same as gate tickets.
- b. Fair board should officially adopt the dollar per points paid out in premiums and prizes before payments are made.
- c. The fair should enforce no free ticket policy.
- d. Fair should deposit more frequently with the county treasurer.